

**To:** R1 OEP Managers[R1\_OEP\_Managers@epa.gov]  
**From:** Hamjian, Lynne  
**Sent:** Tue 6/6/2017 11:05:23 AM  
**Subject:** OD Dates & Materials  
[6monthtimeline6-1.docx](#)  
[OARM Report 060617.doc](#)  
[Jun6\\_2017 ODs Agenda.xlsx](#)  
[ERS Hot Issues Screen Capture.pptx](#)  
[upcoming180.pdf](#)  
[ERS One Pager Report milestone\\_track.pdf](#)

Good morning OEP Managers,

Please see the OD materials and agenda. Note the upcoming due dates:

## Key Upcoming Dates

**New Commitments with FY16/17 funds (due 6/21/17):** June 21, 2017 is the last day for new commitments with 16/17 funds (HQ deadline 07/05/2017).

**Travel Card Training (due 7/1/17):** All deputies have been asked to certify to Mike Kenyon, with a cc to Shannon Schofield, that all travelers in your division with an EPA travel card have taken the travel card training in the past three years. For additional information, please see Judi Doucette's email message to the deputies dated 4/19/17.

**Training Forms (due 7/7/17):** Training Forms must be submitted to the Training Officer by July 7, 2017.

Thanks.

Lynne



Office Directors (Agenda and Reports added - please note we are now using Marilyn's c

File Meeting Occurrence Insert Format Text Review Tell me what you want to do

Save & Close X Calendar Appointment Scheduling Assistant Meeting Notes Accept Tentative Decline Respond Show As: Reminder: 1

Actions Show Meeting Notes Respond

Occurs every Tuesday effective 1/24/2017 from 9:00 AM to 10:30 AM  
Accepted on 5/30/2017 3:27 PM.

Organizer ☐ Szaro, Deb

Subject Office Directors (Agenda and Reports added - please note we are now using Marilyn's conf line, please dial 71617 code 12

Location Keough Room (Call in: Ex. 6 - Personal Privacy) conference code: Ex. 6 - Personal Privacy participant code: Ex. 6 - Personal Privacy

Start time Tue 6/6/2017 9:00 AM ☐ All day event

End time Tue 6/6/2017 10:30 AM

(Call in: Ex. 6 - Personal Privacy) conference code: Ex. 6 - Personal Privacy participant code: Ex. 6 - Personal Privacy

ERS One Pager Report mileston... upcoming180.pdf ERS Hot Issues Screen Capture... Jun6\_2017 ODs Agenda.xlsx OARM Report 060617.doc 8monthtimeline...

In Shared Folder Calendar

- ☐ Cote, Mei
- ☐ Downing, Jane
- ☐ Johnson, Stacey
- ☐ King, Kayla
- ☐ Kyei-Aboagye, Kwabena
- ☐ LeClair, Jacqueline
- ☐ Mateleska, Karen
- ☐ Ochs, Michael
- ☐ Spinale, Mark
- ☐ Stover, Michael

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